

**Instructions for
Monthly Delegation Report
Goods**

By the 10th day of the Month following the Month of activity, report all procurement activity conducted under the delegation number issued by the Department of General Services, Procurement Division. Forward this information to the Delegation Resources Program, 1500 5th St., Sacramento, CA, 95814. See the Delegation Guidelines for more information on reporting requirements. Use additional sheets as required.

All header information must be filled out, the following describes the information required for the columns:

1.	Order Date	The date the purchase order was written or the effective date of the contract
2.	Agency Order #	The unique purchase order number or contract number assigned by your department
3.	Amendment #	Use if submitting information for an amended purchase order or contract
4.	Supplier Name and Address	Enter the Supplier Name and Address as shown on the Std. 65
5.	Total Order \$	Enter the Grand Total from the Std. 65
6.	Description	Enter the item purchased or summarize in general if multiple lines
7.	Type	Enter the following codes to identify the purchase: <div style="margin-left: 40px;"> C Competitive bid – minimum of 2 bids received SS Sole Source purchase – documentation must be kept in transaction file P Proprietary Material – description must include proprietary documentation (This does not pertain to commercial-off-the-shelf (COTS) software, which must be competitively bid.) HW Information Technology hardware SW Information Technology software </div>